

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, June 7, 2017

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 7 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Anne Roche, Acting Board Secretary
Tad Huskey, Deputy Chief Accounting

Approval of minutes from the meeting held on May 24th, 2017

Karla Schreiber, Chairperson asked to review and approve the May 24, 2017, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meetings held on May 24, 2017, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, and Pam Blackorby

Old Business

None

New Business

Fiscal Year 2018 Procurement Policy and Compliance Monitoring Board Meeting Dates

Karla Schreiber, Chairperson asked the Board to review and approve the 2018 PPCMB meeting schedule. Karla Schreiber asked if there were any comments pertaining to the 2018 meeting schedule. No comments were received by the Board members.

Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the Procurement Policy and Compliance Monitoring Board 2018 meeting schedule, was approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, and Pam Blackorby

OFFICE OF THE ATTORNEY GENERAL PROCUREMENT POLICY AND COMPLIANCE MONITORING BOARD - Annual Schedule of Regular Meeting Dates for Fiscal Year 2017

July 26, 2017 at 2:00 p.m.
August 23, 2017 at 2:00 p.m.
September 27, 2017 at 2:00 p.m.
October 25, 2017 at 2:00 p.m.
November 22, 2017 at 2:00 p.m.
December 27, 2017 at 2:00 p.m.
January 24, 2018 at 2:00 p.m.
February 28, 2018 at 2:00 p.m.
March 28, 2018 at 2:00 p.m.
April 25, 2018 at 2:00 p.m.
May 23, 2018 at 2:00 p.m.
June 6, 2018 at 2:00 p.m.
June 13, 2018 at 2:00 p.m.

Fiscal Year 2018 West Publishing Corporation Text Purchases

Rocco LaSalvia, SPO explained Library Services requested that the Office execute an obligatory purchase order to purchase print products and subscription updates under the Special Offer Agreement between West Publishing and the OAG as set forth under CMS Master Contract # 5846280 effective July 1, 2014 through June 30, 2019. Under the Special Offer Agreement the Office can subscribe to Westlaw on-line resources but also secure various print products at a thirty percent (30%) discounted rate.

Library Service typically acquires the following titles:

Illinois Trail Handbook, Bankruptcy Code & Rules, Illinois Court Rules, Illinois Compiled Statutes, Federal Civil Judicial Procedures & Rules, Federal Criminal Code & Rules, Illinois

Criminal Law & Procedures, Illinois Probation Act & Laws, Family Law & Court Rules, Federal Procedures, Federal Trial Handbook

Office Services will execute an obligatory purchase order in the amount of \$70,000.00, allowing Library Services to acquire those titles that are requested throughout FY2018.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Renewal of our Subscriptions to the National Consumer Law Center (NCLC)

Rocco LaSalvia, SPO explained Office Services received a purchase request from Library Services to renew an online and publication subscription from the National Consumer Law Center. This subscription includes several publications under the title of “The Consumer Credit and Sales Legal Practice Series.” There are approximately twenty (20) treatises in this series that the Consumer Fraud staff use on a regular basis.

Office Services will execute a purchase order with National Consumer Law Center in the amount of \$5,380.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Law Bulletin Publishing Company Subscription(s) Renewal for FY2018

Rocco LaSalvia, SPO explained Office Services received a request from Library Services to renew the various subscriptions with the Law Bulletin Publishing Company for Fiscal Year 2018. The office will be subscribing to Lawyer Port, a web-based service that will allow all Chicago staff members access to Law Bulletin Publishing news sources and directories, including lawyer port case research; appellate case summaries for designated users; and six printed copies of the daily law newspaper.

Office Services will execute a purchase order with Law Bulletin Publishing Company to secure these proprietary products and services for a total cost of \$9,257.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Maintenance for the STARCOMM21 System – Police

Rocco LaSalvia, SPO explained, the Investigations Division is seeking to renew the comprehensive maintenance plan for twenty-four (24) STARCOMM21 portable radios the Office possess. The STARCOMM system consists of a statewide, digital trunked, land-mobile radio network used by various state agencies, offices and other law enforcement entities throughout the State of Illinois.

This comprehensive maintenance coverage, under a CMS Master Contract 5786320 will provide

repair or replacement of specified equipment regardless of cause. The current contract, term concludes August 31, 2017, however, there are renewal options for up to an additional five (5) years. CMS is intending to renew this contract; therefore, Office Services will execute two (2) purchase orders, one covering the term of July 1, 2017 through August 31, 2017 in the amount of \$944.16; and another purchase order covering the term September 1, 2017 through June 30, 2018 in the amount of \$4,720.80, which would be processed once the renewal is executed.

Office Services will execute purchase orders to secure this coverage through CMS Master Contract #5786320 with Motorola at a total cost of \$5,664.96.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Fiscal Year 2018 Airtime Service for the STARCOMM21 System – Police Radios

Rocco LaSalvia, SPO explained the Investigations Division is seeking to renew airtime services associated with the STARCOMM21 System. This system consists of a statewide, digital trunked, land-mobile radio network used by state agencies, offices and other law enforcement entities throughout the state.

When the Office purchased these portable radios a dedicated channel for OAG use was established. This service allows OAG to have direct contact with IEMA (Illinois Emergency Management Agency and IJTTF (Illinois Joint Terrorism Task Force) as well as access to common communications channels used by other county and local law enforcement agencies, such as: “ISPERN” (Illinois State Police Emergency Radio Network), “IREACH” (Illinois Radio Emergency Aid Channel), and other inter-jurisdictional radio communications.

CMS established a Master Contract #3618850 with Motorola in July of 2012 which is in effect through June 30, 2022. Office Services will secure these services for Fiscal Year 2018 at a cost of \$15,552.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:13 p.m.